

What About Own Procrastination?

Tips For Procrastinators

1. Be aware

- Notice when you procrastinate
- Notice your feelings and thoughts
- Notice your excuses
- Notice the costs of procrastination

2. Prioritize

- In written form
- In terms of importance and urgency
- Do only important tasks

3. Set realistic goals

- Do not overcharge yourself
- Set small goals for each day
- Segment big tasks
- Undertake 50 % of what you originally wanted to do

4. Set clear subtasks

- Break your tasks down into smaller and precise steps
- Set subgoals

5. Do not multi-task

- Do one thing at a time, your results will be better

6. Avoid distraction

- Through your work place
- Through other work or activities
- Through social networking sites

- Eliminate sources of distraction and be consequent

7. Correct wrong concepts

- Accept that studying and working is not always fun

8. Look ahead

- Do not think about past failures all the time

9. Look for colleagues

- They can help you to keep up motivation

10. Reward yourself

- Little successes are worthy to be rewarded
- Take time for breaks and leisure activities

11. Avoid traps

- Notice the good feeling of good intentions, but do not stop there

12. Restrict time for work and leisure

- Do not mix times for work and leisure

13. Make plans for backfalls

- Think about concrete strategies you can apply when you fall back into old thoughts and habits